

## About Los Altos

Los Altos is a full service City with a budget of approximately \$39 million and a full-time staff of 130 employees. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center. Los Altos, California (population 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational and business attractions.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

## Position

This is the entry-level class in the Maintenance Worker class series. Incumbents in this class usually work on a crew, but may work alone, may operate light and heavy equipment and may be assigned to various divisions. Positions in this class usually perform most of the duties required of the Maintenance Worker II but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the Maintenance Worker I class may reasonably expect to progress to the II level with training, experience, and satisfactory job performance. Under immediate supervision, performs semi-skilled and unskilled manual tasks; learns to operate light and heavy equipment; and do related work as required.

## Ideal Candidate

The City is seeking a Maintenance Worker I who may work in any of our Maintenance Divisions (Streets, Parks, Facilities or Sewer Maintenance) dependent upon the department's need. The ideal candidate must be able to follow safety regulations, maintain an excellent driving record and be physically fit to perform heavy labor under both normal and difficult weather conditions. The ideal candidate should be a team-player, able to maintain positive relationships with fellow employees and be a good representative for the City while on duty. Under emergency conditions, the employee must be able to respond upon notice by their supervisor.





## Typical Duties / Essential Functions

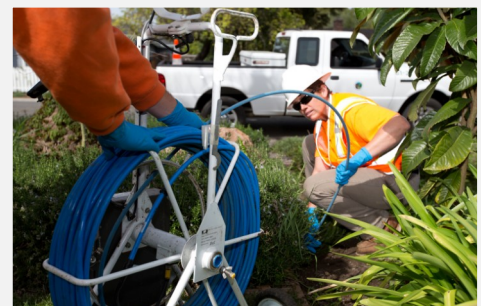
Works as a member of a field maintenance or building maintenance crew; lifts and moves heavy objects; performs street and asphalt maintenance work such as: pick and shovel work in digging, widening, and backfilling trenches and other excavations. Operates tools such as jackhammers and compressors to break through and compact concrete and premix materials on streets and sidewalks. Assists in raking, smoothing, and tamping repaired patches. Places, rakes, and finishes asphalt, concrete, and premix materials on sidewalks, curbs, streets, and roadways. Installs and repairs street signs and barricades; performs landscape maintenance and tree maintenance works such as: removes debris and clears away undergrowth, assists in planting trees and in preparing ground for planting, installs and repairs irrigation systems, plants, fertilizes, weeds, waters, and mows lawns, prunes and trims trees, working from the ground and hydraulic lift truck. Assists in removing trees; performs custodial maintenance work such as: dusts and polishes woodwork, fixtures and equipment, washes windows, walls and lavatories, empties and cleans waste baskets and replaces light bulbs. Sweeps, mops, waxes and polishes floors; performs building maintenance work such as repairing tile and wood floors, replacing light switches, repairing window latches and door hinges, replacing doors and locks, and painting exterior and interior walls, fixtures, and surfaces. Performs electrical, mechanical and plumbing repairs; Performs sewer maintenance work such as: cleans sewer mains; unplugs and repairs sewer lines, locates and raises manholes; operates trucks. Operates power equipment including hydraulic cleaning truck, sewer rodder, backhoes, tractors, rollers, compressors, jackhammers, mowers, edgers, sprayers, saws and chipper. Cleans and performs minor repairs on assigned equipment: maintains equipment used in the course of work; other related duties as required.

## Minimum Qualifications

**Knowledge of:** Methods, practices and materials used in public works construction and maintenance; uses and purposes of hand tools and equipment; and safe work practices.

**Skill in:** Reading, writing, and understanding English; operating and maintaining a variety of hand tools and heavy power equipment; and perform heavy manual labor.

**Ability to:** Understand and carry out oral and written directions; and develop and maintain cooperative work relationships; demonstrate organizational leadership and work effectively as a team member.



## Experience and Education

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** One year experience in construction or maintenance work.

**Education:** Must be a high school graduate or equivalent

**Required Licenses or Certificates:** Must possess a valid California driver's license and ability to obtain a Class B driver's license within twelve months of employment.





## Physical Requirements / General Working Conditions

While performing maintenance activities, the Maintenance Worker is required to stand; walk; use hands and fingers to handle, feel, or operate objects, tools, or controls; reach; climb or balance; stoop, kneel, crouch or crawl; lift and/or move 80 lbs. Heavy physical outdoor work is required during the course of a normal maintenance work day. Work in inclement weather is also required.

## Salary and Benefits

\$1,856- \$2,256 bi-weekly or \$4,021- \$4,888 monthly

- For new employees who are existing members of the California Public Employee Retirement System (CalPERS) the retirement formula is 2% @ 60. Employee pays 7% of salary for employee CalPERS retirement benefit.
- For new CalPERS members, retirement benefits are pursuant to the California Public Employee's Retirement Reform Act of 2013 (PEPRA) Section 7522.10, employees hired on or after January 1, 2013 will have a retirement formula of 2% @ 62 and will pay up to 50% of the normal CalPERS retirement cost. Normal cost is determined yearly by CalPERS actuarial.
- Choice of HMO or PPO plans through CalPERS Health Benefits
- Dental Reimbursement Plan
- City-paid life insurance; additional life insurance purchase option
- Long Term Disability insurance purchase option
- Vacation starting at 10 days annually
- Sick leave allowance of 12 days annually
- 10 Annual Holidays
- 457 Deferred Compensation plans
- Flexible Spending Plan: dependent care and health care reimbursement
- Employee Assistance Program





## Application Procedure

**Application and resume must be received no later than 5:00pm, Friday, July 25, 2014.** Applications may be obtained in the following ways:

- Apply online at [www.calopps.org](http://www.calopps.org), Member City: Los Altos
- Visit the City of Los Altos website at [www.losaltosca.gov/jobs](http://www.losaltosca.gov/jobs) to print the application form
- Call the City's 24-hour Job Hotline at (650) 947-2766
- Obtain in person by visiting Los Altos City Hall

## Selection Process

All applications will be reviewed. Those most closely matching the desired qualifications and requirements will be invited to participate in oral interviews and other elements of the selection process.

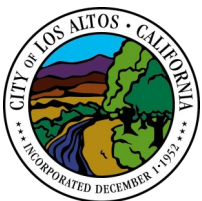
## Background Requirements

Finalists will be required to undergo a background investigation check. Past criminal convictions cannot be grounds for automatic disqualification; all candidates will be evaluated on a case-by-case basis.



## Equal Opportunity Employer

The City of Los Altos is an equal opportunity employer and values diversity. If you are a qualified individual with a disability as defined by the ADA/FEHA and you need reasonable accommodation to participate in the interview process, you must notify the Human Resources Division at time of application. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.



City of Los Altos  
1 N San Antonio Road  
Los Altos, CA 94022

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